

**ADMINISTRATIVE ASSISTANT II**  
**North Dakota Office of Attorney General**  
**VACANCY ANNOUNCEMENT #S14-06**

**Position No.:** 125-672  
**Salary Range:** \$1,746 - \$1,800/month  
**Closing Date:** October 10, 2006  
**Status:** Full Time with State Benefit Package  
**Recruitment:** Internal/External  
**Location:** Bismarck, ND  
**Selecting Supervisor:** Ginny Peterson, Manager – Administrative Services

**Minimum Qualifications:**

1. Requires an associate degree with major coursework in office support or business or office education. Preference will be given to individuals with coursework and/or work experience in the criminal justice field.
2. Requires two years of work experience performing a variety of complex office support, clerical, or secretarial work that included opportunities for functioning as a project coordinator, team leader, or lead worker. (Note: The hiring authority will consider substituting additional work experience performing office support, clerical, or secretarial duties for the education requirement on a year-for-year basis if the work experience provides the knowledge and skills required to perform the duties of this position.)
3. Demonstrated working knowledge and understanding of a personal computer, with knowledge and use of a word processing package, and experience in Windows, spreadsheets, and databases.
4. Demonstrated ability to communicate tactfully and with emphasis on customer service.
5. Ability to establish and maintain effective, harmonious working relationships with co-workers and supervisors, criminal justice agencies, and the public.
6. Ability to maintain a high degree of confidentiality.
7. Must have excellent prioritization, time management, and organization skills.
8. Applicants must contact a Job Service office and complete the required testing by the closing date of the vacancy announcement in order to be considered for this position. Test results will be forwarded by Job Service to the hiring authority. Position requires ability to type/keyboard at a net of 55 wpm. Other required testing includes spelling, grammar, Word, Excel, Windows, and Outlook.
9. Application packets will be considered to be an example of your skills and quality of work. In addition, they must be complete and include additional required documents in order to be considered for this position.
10. Requires successful completion of the interview process, along with reference checks, and extensive background and criminal record checks.

**Application Procedures:**

Applications must be submitted on a State of North Dakota Application for Employment Form (SFN #10950) along with a resume, college transcripts, three professional references, and cover letter with a written summary that clearly explains how the applicant's work experience is related to the description of

duties and responsibilities, minimum qualifications, and level of work experience for the position to: **Glenna Ellison, Human Resource Officer, Office of Attorney General, 600 E. Boulevard Avenue, Dept. 125, Bismarck ND 58505-0040. Applications must be received or postmarked by October 10, 2006.** Telephone Number (701) 328-1256, TTY Number 1-800-366-6888.

Application forms are available Office of Attorney General or may be downloaded from the internet at the following address: <http://www.nd.gov/hrms/>

If claiming Veteran's Preference or Spouses Veteran's Preference, as described in North Dakota Century Code ch. 37-19.1, please submit proof of eligibility form DD-214 with the application. Persons who may need additional job information or may require accommodation or assistance with the application or interview process should contact Glenna Ellison at telephone number (701) 328-1256, TTY Number 1-800-366-6888.

### **Summary of Work:**

1. Develop and maintain offender registration files.
2. Receive and process offender registration documents from criminal justice agencies and registered offenders.
3. Work with a variety of sources and agencies to verify offender information.
4. Work closely with assistant attorney general to resolve questions and determine necessary next steps in processing offender information.
5. Respond to information requests from offenders, the public, and criminal justice officials.
6. Generate statistical reports relative to the registration program.
7. Work with law enforcement, treatment officials, and others to gather information for blue books, which are a compilation of information required by the Sex Offender Risk Assessment Committee (SORAC).
8. Coordinate the SORAC meetings, including scheduling offender hearings and meeting setup, preparing minutes, forwarding risk level notifications to offenders, following up on reconsideration requests, and updating system data.
9. Participate in the development of procedures, policies, and web development.
10. Testify in court.

### **Equal Opportunity Employer**

The state of North Dakota does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.